



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division/Boiler Program

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**AIA Procedure 7**

**Rev 6**

## **INSPECTION RESPONSIBILITY CHANGE NOTICE**

**Page 1 of 2**

### **a. Purpose**

0. *The purpose of this procedure is to describe how to complete and submit an Inspection Responsibility Change Notice.*

### **b. Scope**

0. *These notices are to be used when accepting or discontinuing inspection responsibility on a boiler.*
2. *Inspection agencies using Jurisdiction Online (JO) must change inspection responsibility online using JO.*
3. *Inspection agencies using a system other than Jurisdiction Online (JO) must follow the procedures detailed below.*

### **c. Description**

0. *The following information must be provided on the notice:*
  - A. *Texas boiler number or numbers;*
  - B. *location name and address;*
  - C. *effective date;*
  - D. *type of notice (New Business, Discontinuance); and*
  - E. *name of the Authorized Inspection Agency originating the notice.*
1. *These notices must be submitted using any one of the following methods:*
  - A. *Form NB-4 or similar notice;*
  - B. *Fax transmittal; or*
  - C. *Electronic transmittal*
0. *These notices may be completed by the Inspector or office personnel using manual or electronic methods.*

2. ***Notices must be submitted, within 30 days of the effective date, to Texas Department of Licensing and Regulation upon notification of any change described in 2.1.2 of this procedure. Immediate notification shall be made of all boiler risks rejected, suspended, inspection agreements cancelled or not renewed because of unsafe conditions.***

**Approved by:**



**Rob Troutt  
Chief Inspector**

**May 5, 2016**